

YELLOWSTONE COUNTY

REQUEST FOR PROPOSALS

FOR

METRAPARK EVENT BOOKING SERVICES

October 2020

**REQUEST FOR PROPOSAL
EVENT BOOKING SERVICES
YELLOWSTONE COUNTY / METRAPARK**

The Yellowstone County Board of County Commissioners requires services from a well-qualified Professional Event Booking Service, to represent and promote MetraPark for event booking, Marketing Support, Box Office Support, and Service Strategies for events. Proposals submitted must have Five (5) hard copies and one (1) electronic copy of the written response to this RFQ clearly marked “**RFP METRAPARK EVENT BOOKING SERVICES**” and is received no later than 5:00PM MDT on October 19th, 2020. All Proposals received will be time and date stamped. All timely proposals will be opened and acknowledged at 9:30 a.m. October 20th, 2020 in the Commissioners Board Room, 3rd Floor – Room 3108, Stillwater Building, located at 316 North 26th Street, Billings, MT 59101. All proposals that are time and date stamped later than 5:00 p.m. October 19th, 2020 will not be considered.

Information concerning this request should be addressed to James Matteson, Yellowstone County Finance, jmatteson@co.yellowstone.mt.gov.

SELECTION PROCEDURE

The County intends to evaluate and award a contract without conducting discussions. However, the County reserves the right to conduct discussions if determined by the County to be in the best interest of the County at any time leading up to contract award. The County reserves the right to reject any or all proposals received, to waive informalities to evaluate the proposals submitted, and to accept the proposal that best serves the interests of Yellowstone County/MetraPark.

EVALUATION

The evaluation of Consultants’ proposals may include, but is not limited to, the following criteria:

- Financially solvent and has capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted.
- Superior Experience & Strategic Partnerships as confirmed by references.
- Clear identification of collaborating or partnering organizations.
- Business integrity and reputation in the industry
- References from venues of similar size/type

EVALUATION CRITERIA

The proposals being requested will be scored on the following criteria:

Qualifications and Ability to Perform Requested Services (100 Points Total)

- Staff Qualifications – 30 Points
- Past Experience and Performance – 40 Points
- Proposal Methodology and Approach – 30 Points

Total Points

100 points

SUBMITTAL OF INFORMATION:

Five (5) hard copies and one (1) electronic copy of the written response to this RFQ, following submittal instructions, clearly marked **RFP METRAPARK EVENT BOOKING SERVICES**, and be received no later than 5:00PM MDT on October 19th, 2020.

**Board of County Commissioners
Room 3101
316 North 26th Street
Billings, MT 59101**

The costs for developing and delivering responses to this RFP and any subsequent presentations of the proposal as requested by the County are entirely the responsibility of the offeror. The County is not liable for any expense incurred by the offeror in the preparation and presentation of their proposal or any other costs incurred by the offeror prior to execution of a contract. All materials submitted become the property of the County.

The successful bidder (herein after Contractor), shall maintain at its sole cost and expense, commercial general liability insurance naming Yellowstone County, as additional insured against liability for damages for bodily injury, including death and completed operations and property damages in a minimum amount of Seven Hundred Fifty Thousand Dollars (\$750,000.00) for each claim and One Million Five Hundred Thousand Dollars, (\$1,500,000.00), in the aggregate arising from incidents which occur as the result of Contractors negligence while performing any work or service and for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of the Contractor or/and subcontractors. Contractor shall maintain at its cost and expense, insurance against claims for injuries to persons or damages to property, including contractual liability which may arise from or in connection with work or service by Contractor, agents, employees, representatives, assigns and sub-contractors. This insurance

shall cover claims as may be caused by any negligent act or omission. The policy of insurance shall be an occurrence policy with a Best Rating of A- or better and must be in force throughout the period.

Contractor shall name on the Certificate of liability insurance Yellowstone County, as additional insured for on-site work or Maintenance Service. In addition, Contractor will furnish to Yellowstone County a copy of the policy endorsement, CG 32 87 05 10, indicating that Yellowstone County, are named as an additional insured under the Contractors insurance policy. Contractor agrees to furnish both the Certificate of insurance and policy endorsement at least ten (10) days prior to beginning work.

Contractor agrees to defend, indemnify and hold harmless Yellowstone County from and against any and all claims demands, obligations causes of action, lawsuits and all damages and liabilities fines, judgments, costs, (including settlement costs), and expenses associated therewith (including reasonable attorney's fees and disbursements), arising from incidents that occur the result of Contractors negligence. And for which Yellowstone County, sole basis of liability is vicarious liability for the acts or omissions of Contractor. The defense and indemnification obligations under this paragraph of the Invitation to Bid shall not be limited by any assertions or finding that Yellowstone County, is liable for any damages by reason of a non-delegable duty.

Contractor is required to maintain workers compensation insurance, or an independent contractor's exemption issued by the Montana Department of Labor covering Contractor and Contractor's employees. Contractor is not, nor is Contractor's workers, employees of Yellowstone County. Workers Compensation Insurance or the exemption from the workers compensation obligation must be valid for the entire period.

COMPLIANCE WITH LAWS

The Contractor must, in performance of work under this contract, fully comply with all applicable federal, state or local laws, rules, and regulations, including the Montana Human Rights Act, Civil Rights Act of 1964, the Age Discrimination Act of 1975, and the American with Disabilities Act of 1990. Any subletting or subcontracting by the Contractor subjects Subcontractors to the same provisions. In accordance with Section 49-3-207, MCA, the Contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing under the contract.

Dark Money Spending Disclosure Requirements

Contracting Entity shall comply with the State of Montana [Executive Order No.15-2018](#) Requiring the disclosure of dark money spending.

Equal Pay for Montana Women

Contracting Entity shall comply with [Executive Order No. 12-2016](#) promoting equal pay for Montana women directs the Department of Administration to include incentives in the RFP process for contractors who engage in best practices to promote wage transparency. These best practices include the following:

- (a) Posting salary ranges in the employment listings.
- (b) Certifying that the contractor will not ask about wage history in employee interviews; and
- (c) Certifying that the contractor will not retaliate or discriminate against employees who discuss or disclose their wages in the workplace.

INSTRUCTIONS TO PROPOSERS

Proposals Must:

1. Follow the format outlined in the Selection Procedure, above.
2. Be signed by an officer or principal of your firm.
3. Be contained in a document not to exceed eight (8) pages total (single or double-sided printing is acceptable) including whatever pictures, charts, graphs, tables, and text the firm deems appropriate to be part of the review of the firm's qualifications. A separate transmittal letter, cover page, cover sheets, sample schedules, and dividers are exempted from the page limit. The page size is limited to 8.5 x 11 inches, with basic text information reasonably legible.

All questions and contact regarding this RFP must be submitted in writing (Email is acceptable) to:

Yellowstone County Finance

Attention: James Matteson

216 North 27th Street

Billings, MT 59101

406-256-2717

jmatteson@co.yellowstone.mt.gov

-END OF THIS REQUEST FOR PROPOSALS-